



**STANDARD OPERATING PROCEDURES
(EXTERNAL)**

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This publication supersedes all previous versions

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ANNEX'S

A. Special Instructions for Units Utilizing UTES # 1 as a FMS.

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UTES #1 External SOP

1. APPLICABILITY:

This SOP applies to all Units/personnel utilizing UTES equipment/facilities. Any conflict of the contents of this SOP with instructions contained in publications of higher headquarters will be reported immediately to the UTES-1 supervisor.

2. PURPOSE:

This SOP prescribes procedures for requesting, issuance, usage, turn-in, and maintenance of equipment.

3. REVISION:

Recommended changes, deletions, and corrections will be reported to the UTES supervisor.

4. REFERENCES:

NEARNG 750-1	NEARNG Policies and Programs for Maintenance
NEARNG Regulation 750-2	Requesting, Issue, and Usage of UTES Equipment
NEARNGR 200-1	Environmental Protection and Enhancement
NEARNG 405-10	Training Site Regulations
DA PAM 738-750	The Army Maintenance Management System (TAMMS)
All appropriate vehicle maintenance manuals	

5. UNIT RESPONSIBILITIES:

- a. Units need to furnish all required cleaning equipment. (NEARNG 750-2)
- b. The UTES will provide most of a unit's POL requirements. However, the unit is responsible for providing a 77F qualified soldier to sign for issue and maintain fuel and oil accountability. (NEARNG 750-2)
- c. **Using units will provide their own field level maintenance support for the equipment drawn.** These maintenance personnel will remain on site and assist with equipment draw and turn-in. (NEARNG 750-2)
- d. Commanders need to designate a dispatcher on a duty appointment memorandum. (NEARNG 750-2)
- e. Once UTES issues weapons their security becomes the responsibility of the unit. Unit responsibility ceases once weapons are turned back in. (NEARNG 750-2)

- f. Units must submit a copy of their yearly training schedule. This will help the UTES supervisor schedule personnel to support and identify scheduling and equipment request conflicts with other units and battalions.

6. REQUESTING EQUIPMENT: TAG NE FORM 750-2R

- a. Unit's request of specific equipment (TAG NE 750-2R) must be received by the UTES supervisor NLT sixty (60) days prior to the date of scheduled training. (NEARNG 750-2) **This requirement is not met by submitting your yearly training schedule.**
- b. In the event of changes or cancellations with the request, coordinate with the UTES supervisor at least seven (7) days prior to the date of equipment usage. (NEARNG 750-2)
- c. Determine BII requirements at the time of equipment request. Request full or partial issue.
- d. Requests to remove equipment from the UTES must be approved by the Director of Maintenance (DOM). (NEARNG 750-2)
- e. Normal work hours for UTES technicians run from 0700 to 1530 Monday through Friday. UTES will issue and receive equipment only during these hours. **ONLY WITH APPROVAL FROM THE UTES SUPERVISOR WILL A UNIT DEVIATE FROM THIS SCHEDULE.** (NEARNG 750-2)

7. REQUESTING TECHNICAL MAINTENANCE SUPPORT:

A written request for instructional personnel must be received by the UTES supervisor NLT ninety (90) days prior to the date of scheduled training.

8. ISSUE OF EQUIPMENT:

WHEELED VEHICLES

Wheeled vehicles that will be used at the Hastings training site only and will be dispatched to the unit and the unit will be required to do a manual dispatch.(DA2401) A copy of this dispatch log will be provided to the UTES. The UTES dispatch to the unit is considered a hand receipt for the vehicle, logbook, keys, and installed COEI. The UTES will not be responsible for checking to insure the vehicle operator is qualified to operate the equipment except in the case of option three listed below. Dispatch options for unit equipment are:

1. All available vehicles owned by that unit will be dispatched to the unit.
 2. A Predetermined number by type will be dispatched.
 3. Dispatched by **ADMIN #.**
- All vehicles dispatched will have a completed before, during and after PMCS whether they were used or not.
 - If the wheeled vehicle is leaving the training site for any reason the individual operating it must dispatch the vehicle and show proof of a valid civilian and military driver's license.
 - These vehicles can be dispatched ahead of time but an accurate list of drivers with their license numbers destination and return times must be furnished to the UTES.
 - Wheeled vehicles departing the training site will draw a complete set of BII for each vehicle.
 - The unit will be required to provide an SAMS-E operator during turn-in of vehicles. As a minimum they must be familiar with the dispatch portion of an SAMS-E operating system.

9. MAINTENANCE OF EQUIPMENT:

- a. Commanders will insure that performance of all operator/crew and field repairs and services on all hand-receipted equipment is done. Perform this maintenance IAW applicable TM's and DA PAM 738-750. (NEARNG 750-2)
- b. Record equipment faults those beyond the unit's maintenance capability, on the daily DA Form 5988e or DA Form 2404. Do this IAW DA PAM 738-750. At the time of equipment turn-in, give these forms to a UTES representative. (NEARNG 750-2)
- c. Maintain equipment record folders and maintenance records IAW DA PAM 738-750 and NEARNGR 750-1. (NEARNG 750-2)
- d. Unit maintenance personnel may use UTES repair stocks. (NEARNG 750-2)
- e. If required, unit maintenance personnel can draw from the special tools UTES keeps on hand. These tools will be hand receipted and must be turned in before departing the training site. . (NEARNG 750-2)

- f. Fire extinguishers mounted in wheeled vehicles will be checked by the operators each time a vehicle is drawn from the UTES, and the attached tag will be updated.

10. TURN-IN OF EQUIPMENT:

- a. Preparation for turn-in.
 1. Thoroughly clean all equipment prior to turn-in to include windows and BII. Do not clean a vehicle's interior or A/C louvers with high-pressure hoses or steam unless UTES maintenance personnel supervise the cleaning. (NEARNG 750-2)
 2. Any item installed on a vehicle at the time of issue will remain installed for turn-in (NEARNG 750-2)
 3. Unless prior arrangements have been made with the UTES Supervisor, top off fuel tanks. Allow approximately 4" in the fuel tank neck for fuel expansion. (NEARNG 750-2)
 4. Complete turn-in checklist (if one is issued) applicable to the type of vehicle drawn.
 5. Clean and lightly lubricate issued weapons with Cleaner, Lubricant, and Preservative (CLP). (NEARNG 750-2)
 6. Tag all non-operational or unserviceable items of BII.
 7. No vehicles will leave the wash rack area until they are checked for cleanliness and cleared by one of the UTES personnel.
 8. After the vehicle has been cleared from the wash rack, it may be parked in its assigned place and after operations PMCS performed.
- b. Turn-in:
 1. A UTES representative and the **vehicle operator** will check the vehicle together after the operator PMCS has been completed. (NEARNG 750-2)
 2. No equipment will be cleared until all shortages are accounted for, and all faults are corrected or identified by unit maintenance. (NEARNG 750-2)

- c. In the event of an accident, the unit will complete all accident reports and initiate all property settlements before departing the training site. UTES will hold all hand receipts until this is completed.

11. VISITORS TO THE UTES: All visitors will report to the Shop Office when arriving to the shop. If the office is not occupied, then the visitors should report to the Wage Leader. Under no circumstances will a visitor proceed on to the shop floor until the supervisor or delegated supervisor has provided the individual with safety instructions and protective equipment. Visitors will wear the protective equipment in the shop or will not be allowed on the shop floor. Individuals who are found in violation with this policy or to marked signs will be given the option to comply or leave.

12. SAFETY:

This list is not all-inclusive. Violation of any of these safety considerations authorizes the UTES, if they deem necessary to safeguard equipment/personnel, to terminate equipment utilization.

- a. While inside the UTES compound, a ground guide will clear all vehicle movements to include in and out of shop. (NEARNG 750-2)
- b. Two (2) ground guides are necessary when any vehicle backs up: one (1) front and one (1) rear. (NEARNG 750-2)
- c. **Ground Guides must ensure that they are not in a position that would allow them to be trapped or crushed.**
- d. Maximum speed within the compound is five (5) mph. (NEARNG 750-2)
- e. Do not smoke within fifty (50) feet of any vehicle, refueling area, or inside any building at the UTES. Soldiers may smoke only in areas designated as "Smoking Permitted". (NEARNG 750-2)
- f. No one will ride on the outside of any vehicle. (NEARNG 750-2)
- g. Seat belt usage is mandatory, however, a number of exceptions exist: i.e. air guards in a tracked vehicle. (NEARNG 750-2)
- h. When bringing vehicles in or out of the shop, make sure that all soldiers present are aware of the movement around them.
- i. Use wheel chocks inside UTES 1 shop area.

- j. All Units will comply with the UTES # 1 Fire Prevention plan while inside of the the UTES # 1 Compound. This plan is located within the UTES # 1 Safety Binder (tab C)
- k. The following equipment will only be used after proper training has been conducted. This equipment includes fuel point, overhead hoist, tire repair equipment (to include split rim), torch, parts washers, and all lifting devices. This list is not all inclusive. UTES 1 personnel may have the time and equipment available to conduct this training if requested using the TAG form 750-2-R 90 days in advance. UTES # 1 will under no circumstance allow an individual/unit to utilize these items without proper training/documentation.

13. HAZARDOUS MATERIALS:

- a. All MSDS are located at the “Right To Know” station located on the shop floor of Building 630.
- b. Spill kits are located in the work bays of Building 630,631 and throughout the compound.
- c. All hazardous substance spills must be controlled and cleaned up. All spills (reportable or not) must be reported to the UTES supervisor or designated representative.
- d. Contaminated material will be disposed of IAW directions from the Environmental Office and current USPFO directives.
- e. All reportable spills will be reported to the SMM office and The Facility Management Office(FMO).
- f. Equipment will be used in a manner for which it is intended. No foreign substance will be added to the solvent tanks or “brake buggy”. The only approved solvent for the solvent tanks is Breakthrough Solvent NSN 6850-01-378-0698. The only approved cleaning agent for the “brake buggy” is ZEP DYNA 143. The UTES supervisor or designated representative will be notified BEFORE any solvent or cleaning agent is added.
- g. All hazardous materials generated by supported unit will remain with that unit unless “like” material already exists here at UTES #1. In the event that transporting this material would cause further environmental impact, the UTES #1 supervisor must be contacted.

- h. The shop will order the least amount of hazardous materials possible, only what is required to meet immediate requirements. Only hazardous materials approved by the Pollution Prevention (P2) Committee will be ordered.
- i. A shop employee or shop trained person will be present at fuel point during all refueling operations.

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